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The TSA technical point of contact for this procurement is Jessica Altschul 571-227-1969 (Jessica.Altschul@dhs.gov)

The acquisition point of contact for this procurement is Karla Guzman 571-227-3203 (Karla.Guzman@dhs.gov)

CLAUSES

The terms and conditions of the GSA Schedule shall govern except the disputes, protest, protest after award, and mandatory information for electronic funds transfer.

The following clauses are hereby incorporated by reference with full effect. The complete text can be found at www.tsa.gov under Business Opportunities/Contracting with TSA/TSA Acquisition Management System. Each clause is listed in alphabetical order.

TSAAMS 3.9.1-1	Contract Disputes (February 2003)
TSAAMS 3.9.1-2	Protest After Award (February 2003)
TSAAMS 3.9.1-3	Protest (February 2003)
TSAAMS 3.3.1-25	Mandatory Information for Electronic Funds Transfer (EFT)

The Transportation Security Administration (TSA) is exempt from sales tax and does not have to file a Tax Exemption form since the Commonwealth of Virginia does not require any form or filing to achieve tax exempt status. TSA's FEIN = 800038533. All quotations shall be exclusive of taxes.

Please ensure Vocus, Inc. is registered in Central Contractor Registration System www.CCR.Gov and that the company's banking information is updated on CCR as this information will be necessary to process payments through electronic funds transfers, see section (f) I of TSAAMS 3.3.1-25 for more information.

ATTACHMENTS

Attachment 1 – Statement of Work

Attachment 1 – Statement of Work

Office of Communications and Public Information Public Relations System

1.0 Organization

The TSA Office of Communications and Public Information is the principal point of contact for the Transportation Security Administration (TSA) with the public and the news media. We advise the Assistant Secretary for TSA, Deputy Administrator, Associate Administrators, and their staff of the public impacts of major policy decisions, internal audience concerns, community reaction, and civilian news media interest in TSA's missions and functions.

2.0 Introduction

The Office of Communications and Public Information seeks a web-based public relations system for the management of journalists, news, media inquiries, and daily tasks for our public affairs specialists (15) stationed throughout the country and here at headquarters. The services must include a national media database, media profiles, hosting services, and the ability to record and trace trends regarding discussions and maintain relationships with various reporters.

3.0 Technical Services Required 3.1 Task Description

The Contractor shall provide a web-based solution for management of journalists, targeted distribution, news, media inquiries and daily tasks including:

- a. National Media Database: Access a media directory of over 400,000 unique journalists, updated daily. This includes print, broadcast, trade press, freelancers, e-zines, etc. Contractor shall provide users with the ability to search, sort, and create groupings and lists based on users own specifications.
- b. Media Profiles: These profiles shall contain background information and pitching tips on journalists from right with the public relations system.
- c. News Gateway: Contractor shall provide user electronic news clips automatically fed in the public relations system for easy archiving, searching, analysis, and distribution.
- d. Editorial Calendars: Identify relevant story opportunities for user's organization during the performance of the contract. Reach out to the appropriate outlets to gain coverage and easily track the results of users' efforts.
- e. Hosting Services: System shall be hosted and completely web based with access via secured ID and passwords.
- f. Implementation and training services shall be provided as needed.
- g. Analytics Contractor shall provide instant analysis of data with graphical reports.
- h. International Media Database: Contractor shall compile and comprehensive international media database of journalists throughout the globe.
- i. Technical support shall be provided Monday through Friday except during Federal Holidays.

4.0 Deliverables

Provide a web-based public relations database that can be accessed by 15 TSA employees from various locations across the country. Provide training in-person and on-line for employees who require use of the database. Training shall be conducted at TSA HQ location in Arlington, VA. Contractor may be required to attend quarterly meetings at the TSA HQ location.

5.0 Place/Location of Performance/Delivery

Work to be performed at contractor's site and services shall be provided via the internet.

6.0 Travel Requirements

Travel outside of the Washington DC area is not anticipated in support of this requirement.

7.0 Period of Performance

The period of performance for furnishing services is 12 months from date the contract award, with four 12-months (or fraction thereof) option periods, subject to the Government's needs and the availability of funds. In the event the options are exercised, the maximum periods of performance for each option shall be:

Base Year: From date of award to January 15, 2007

Option Year 1: January 16, 2007 to January 15, 2008

Option Year 2: January 16, 2008 to January 15, 2009

Option Year 3: January 16, 2009 to January 15, 2010

Option Year 4: January 16, 2010 to January 15, 2011

8.0 Administrative Considerations

8.1 Government Contacts

Karla Guzman, Contract Specialist (571) 227-3203

Robert Boone, Jr., Contracting Officer (571) 227-1585

Jessica Altschul, Program Manager (571)227-1969

8.2 TSA Mailing Address

Office of Communications and Public Information TSA Headquarters

Attn: Jessica Altschul 601 South 12th Street Arlington, VA 22202-4220